

NIMDTA Pre-Placement Health Assessment (PPHA) – Frequently Asked Questions (FAQ's)

<p>What is a PPHA?</p>	<p>The purpose of a Pre-Placement Health Assessment (PPHA) is to assess an individual’s physical and psychological fitness to undertake the duties of the new post. Its aim is to protect the health of the new employee and to alert the employer of the need to make adjustments or modification to their duties to assist them in taking up their post.</p> <p>The assessment will act as a baseline for monitoring pre-existing conditions to check that the individual’s health is not likely to be adversely affected by the duties of their new post. To advise the employer on adjustments or modifications to assist the individual in their new post and to provide appropriate follow up and advice.</p> <p>As part of the PPHA new employees will be screened for protection against infectious diseases to reduce the risks of infection transmission to staff and patients.</p>
<p>What documentation do I require to complete as part of my PPHA?</p>	<p>You will have received from NIMDTA a pre-placement health questionnaire, immunisation and screening checklist, a pre-placement tuberculosis screening form and a tuberculosis professional responsibility information sheet.</p> <p>We would ask that you complete the pre-placement health questionnaire and pre-placement tuberculosis screening form ensuring you have answered all the questions and have signed both forms. The tuberculosis professional responsibility sheet is for your information only and to refer back to in the future if applicable. The immunisation and screening checklist is guidance for you in sourcing information that is required as part of your pre-placement health assessment and is essential in screening you for the post applied.</p>
<p>What do I need to do after I have completed my PPHA forms and have the immunisation and screening information required?</p>	<p>Please return your completed forms and forward your immunisation and screening information as soon as possible to the Occupational Health Service (OHS) you have been assigned by NIMDTA. NIMDTA will have provided you with contact details to forward this information to. You should also forward a copy of your Photographic ID (e.g. valid passport, driver’s license or national identity card)</p>

<p>What do I do if I am unable to get documentary evidence listed in the immunisation and screening checklist?</p>	<p>If for any reason you are unable to provide the necessary documentation, please contact the OHS you have been assigned by NIMDTA as soon as possible.</p> <p>The OHS may recommend further vaccinations or blood tests, where evidence of your immunisation/screening is incomplete or not provided and will form part of your pre-placement health assessment.</p>
<p>What happens if I do not forward the relevant documentation to the OHS?</p>	<p>If the OHS has not had contact from you or been forwarded the required documentation to process your pre-placement health checks the OHS will forward a reminder after day 7 from when the information was first sent by NIMDTA. NIMDTA will be notified of this reminder and documentation should be sent in as soon as possible. By day 14 should the OHS have had no contact from you or not received any documentation, we will be unable to process your pre-placement health assessment and NIMDTA will be notified.</p>
<p>What happens after I forward the relevant documentation to the OHS?</p>	<p>Your documentation will be forwarded by the administrative team to an Occupational Health Practitioner who will review the information you have provided and will arrange further follow-up if further medical information/screening is required in completing your pre-placement checks. Due to current COVID restrictions this may be via email, telephone, videoconferencing platforms or a face to face appointment.</p> <p>On completion of your pre placement health checks NIMDTA will be advised of the outcome. This will be discussed with you if there are any restrictions or adjustments advised.</p>
<p>What happens if after pre-placement assessment I require follow-up screening or immunisations?</p>	<p>Should you require follow-up screening or immunisations this will be discussed with you by the Occupational Health Practitioner. The OHS where you had your pre-placement will follow this up as soon as possible but there may be a delay due to current COVID restrictions. Dependent on follow-up screening or immunisations required it is unlikely to impact on your fitness or practice however if it does impact on your fitness or practice this will be discussed with you by the Occupational Health Practitioner and NIMDTA will be informed.</p> <p>If follow-up screening or immunisations remain outstanding from your pre-placement health assessment and you are taking up post in a different Trust to where you had your pre-placement assessment, your hosting Trust OHS will follow this up. This information will be shared between occupational health departments within the various Trusts with your written consent.</p> <p>It is your responsibility to ensure you attend for follow-up screening and immunisations when appointed by the OHS.</p>

<p>Will the information I have provided remain confidential?</p>	<p>Yes, information you have provided will not be disclosed to anyone else without your explicit consent or if there is an overriding legal duty. Some information may be used internally as part of routine auditing within the OHS.</p> <p>Further information can be found on our Privacy Notice which is available upon request from the Trusts OHS's.</p>
<p>What happens if after completion my pre-placement checks there are changes in my health prior to commencing my post?</p>	<p>We would advise in the first instance you contact NIMDTA immediately who will advise you if you require referral back to the OHS for further assessment and advice on fitness for work and any adjustments or modification required to assist you in your post.</p>
<p>What do I do if I travel to a high risk TB country after completing my occupational health assessment prior to commencing my post?</p>	<p>Inform NIMDTA immediately and you will be signposted to the relevant OHS for further assessment and screening dependent on the duration of your stay and your exposure to TB patients and/or TB infected materials.</p> <p>Countries/territories with an estimated incidence rate of 40 per 100,000 or greater are considered to be high risk countries for tuberculosis and can be found in the link below.</p> <p>https://www.gov.uk/government/publications/tuberculosis-tb-by-country-rates-per-100000-people</p>
<p>Do I require COVID screening prior to commencing my post?</p>	<p>COVID guidance is continually evolving. Information can be found on the Public Health Agency (PHA) website – Questions and Answers for HSC staff - https://www.publichealth.hscni.net/covid-19-coronavirus/guidance-hsc-staff-healthcare-workers-and-care-providers/questions-and-answers</p> <p>If you require further information and particularly if prior to commencement of your post you have travelled outside of NI/ROI, tested COVID positive or have been identified as a close contact of someone who has tested positive for COVID please inform NIMDTA and you will be signposted to the relevant OHS for further advice and guidance.</p>